

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Kembla Joggers
Business location (town, suburb or postcode)	Lot 1 Darkes Road Kembla Grange NSW 2526 AUSTRALIA
Completed by	Ben Scollary
Plan approved by	Kembla Joggers Committee
Email address	kemblajoggers@gmail.com
Effective date	18 February 2021
Date completed	16 March 2021

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

Exclude committee (staff), parents/carers, spectators, marshals and runners (participants) who are unwell. Expectations set through pre-event communications & signage displayed at home venue, with screening questions at check-in. Questions to be in context with up to date NSW Health identified 'hot spots'.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks and cleaning, and how to

manage a sick visitor.

Provide information to committee, parents/carers, marshals and runners. Relevant resources referenced in communications, signage at check-in and other prominent areas.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

N/A

Display conditions of entry (website, social media, venue entry).

Condition of entry & participation controlled by screening questions displayed on website, social media, email and at check-in point.

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Conform to Council requirements for usage of Beaton Park track and Integral Energy Park. Provide our plan where necessary and conform to the use of facility plans where our events are held and understand what measures may already be in place.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.

Review of Kembla Jogger events where we operate within a premises identifies Track events held at Beaton Park. All participants to Kembla Joggers events held at Beaton Park are required to enter via the main venue entry gate, no other public access to the premises is available. Kembla Joggers will host their events at Beaton Park using the combined plans of Beaton Park & our own plan.

Physical distancing

Ensure the number of people in a facility does not exceed one person per 2 square metres of publicly accessible space (excluding staff) to a maximum of 3000 people.

All activities are conducted outside with less than 3000 persons at event and accessible public space providing more than one person per 2 square meters. Access to clubhouse is to be restricted, only committee members may have full access to clubhouse. Maximum 40 persons at any time.

In indoor areas, spectators should not sing or chant.

Use of masks are encouraged for all spectators. No chanting to occur indoors. At all venues, outdoors spectators have ample room to socially distance.

Minimise co-mingling of participants from different games and timeslots where possible. For mass participation events, stagger the starting times for different groups to minimise crowding where possible.

Participants encouraged to arrive 15 minutes prior to their race and leave as soon as possible afterwards, where practical. Check-in, sanitisation, toilet & access directions available on the day and sent via email.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing such as food and drink stations, toilets and entrance and exit points**
- **between seated groups**
- **between staff.**

Event queues & canteen lines to have markers in place to support 1.5m physical distancing, where practical. Maximum 3 people can be working in the Canteen at once. Clubhouse entrance, exit and toilets to have traffic flow plan to reduce interaction points. Use of a staggered start line to ensure competitors are at least 1.5 metres apart, for mass starts.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.

All venue premises have vast areas outside of event course to reduce gatherings that may occur immediately outside the event area. Races scheduled during an event have staggered start times.

Where possible, encourage participants to avoid carpools with people from different household groups.

All venues have adequate parking for all participants to arrive in cars of their own, or their own household. Discourage carpooling through communications

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

Physical Distance Markers spaced at 1.5m at check-in (pre-race and post race). Physical distancing promoted over PA system and crowding monitored by club COVID officials.

Ensure communal facilities such as showers, change rooms and lockers have strategies in place to reduce crowding and promote physical distancing.

Showers and change rooms of clubhouse are to be are locked and unavailable as indicated by signage. Participants to follow strategies and plans of other venues showers and change rooms, where applicable.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

Showers and change rooms of clubhouse are to be are locked and unavailable as indicated by signage. Participants to follow strategies and plans of other venues showers and change rooms, where applicable.

Use telephone or video platforms for essential staff meetings where practical.

Supplement committee meetings with video conferencing platforms.

Review regular business deliveries and request contactless delivery and invoicing where practical.

For committee members working at clubhouse, request contactless delivery and invoicing where practical.

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand washing signage on display in bathrooms at clubhouse. Good hand hygiene practices encouraged through communications and over PA.

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Available hand sanitiser stations displayed on clubhouse map. Hand sanitiser available at check-in and upon request to a committee member at events.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

Clubhouse bathrooms to be well stocked with hand soap and paper towels. Visual aids posted above hand wash basins to support effective hand washing. Maximum of 4 persons using the bathroom at any one time.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

Participants to supply own drinking bottles/water, towels and snacks. Water available on request from the canteen. No shared food and drinks available. Any food and drinks offered are to be individually wrapped from supplier, or opened from a sealed packet and handled with gloves and masks to be handed to the individual consuming the food eg. lollies

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

Marshal vests to be washed between events.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

Clean and disinfect check-in tables, toilets and canteen surfaces and other frequently touched areas and surfaces.

Clean indoor hard surface areas used for high intensity sports with detergent and

disinfectant after each use.

Clean and disinfect check-in tables, toilets and canteen surfaces and other frequently touched areas and surfaces.

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Sharing of equipment in support of the races during events to be reduced where practical. Equipment to be cleaned and/or disinfected between use, gloves can be used when handling the equipment.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Disinfectant, hand sanitiser, gloves and masks will be accessible for visitors to use, should they wish. Visitors to request access from a committee member.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Disinfectant solutions to be maintained at an appropriate strength and to be used in accordance with the manufacturers' instructions.

Staff should wash hands thoroughly with soap and water before and after cleaning.

Committee and volunteers are to wash hands thoroughly with soap and water before and after cleaning. Gloves also available to be worn when cleaning.

Encourage contactless payment options.

Encourage the use of contactless payment options and promote online membership registration.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Clubhouse natural ventilation to be increased by opening windows and doors where possible, and increase mechanical ventilation by use of air conditioning system.

Record keeping

Keep a record of name, contact number and entry time for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practicable, for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

From January 1st 2021 Kembla Joggers will be using the ServiceNSW QR code for COVIDSafe businesses as our primary method for digital check-ins for all committee members, volunteers, participants and spectators for all our events. Committee members to collect check-in records of those not registered to complete a digital checkin through use of the ServiceNSW COVID Safe Web Check-in form. For events held at Kerryn McCann Athletics Track, all committee members, volunteers, participants and spectators are to check-in following the procedure of the Beaton Park Leisure Centre venue.

Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of nsw.gov.au.

Kembla Joggers has taken reasonably practical steps to protect privacy and ensure the COVID-19 contact tracing records are secure by use of the ServiceNSW provided tools. Prior digital records were kept securely for a period of 28 days before secure digital disposal.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

The promotion of the COVIDSafe app and its benefits to support contact tracing if required to be included in communications to committee members and club members.

Community sport organisations should consider registering their business through nsw.gov.au.

Kembla Joggers is registered as a COVID Safe business.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at

your workplace, and notify SafeWork NSW on 13 10 50.

Kembla Joggers will cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at our events, and will notify SafeWork NSW on 13 10 50

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes